

# MINUTES

## NORTHERN GREAT PLAINS INVENTORY & MONITORING NETWORK BOARD

### Conference Call

9:00-10:00am MT, April 3, 2006

#### Members Participating

Andy Banta  
Linda Stoll  
Paul Hedren  
Carmen Thomson  
Dan Licht

#### Members Absent

None

#### Also in Attendance

None

#### Call Purpose and Background

The purpose of the call was to update the Network I&M Board (Board) on the status of the I&M Program. Emails were sent from Licht to Board members on March 24 and 28 and April 3, 2006, in regards to the call.

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Licht updated the Board on the new office space at the South Dakota School of Mines & Technology. He stated that GSA had negotiated a lease rate of \$12.5 sq ft (annually) that included everything except internet and telephone services and a required Federal Protective Services (FPS) fee. He said that his GSA contact said that GSA used to include the FPS fee into the lease rate, but since the creation of the Homeland Security Department it was handled by a new agency within that Department. She told him that the rate was about \$0.03 per sq ft and that it covered items like background checks on contractors. (Licht didn't mention this, but the process to initiate the service is that GSA contacts FPS once the lease is signed and FPS then contacts the tenant to arrange for the services.) Licht stated that he did not request any improvements to the office since the duration of the lease was only 2 years. He stated that his contact at the SDSMT Foundation was ready to initiate talks on building a new office once the I&M Program was settled in.

Licht stated that Chuck Weichler (IT Specialist at Mt. Rushmore NMEM) visited the office last Thursday and that he talked to a person familiar with the wiring at the building. Chuck said he would draft some options for internet and telephone service and present them to Licht.

The FY06 budget was discussed. Licht stated that the program was receiving \$450k of income; however, \$150k of that was a one-time transfer from Steve Fancy and that he said that the funds should not be used for permanent hires. Licht stated that he had an announcement on the street to hire a GS-7 Term and that he had the authority to hire more than one person from the announcement, but wanted to look at some FY07 budget scenarios before hiring a second person. Stoll stated that after 1-year of employment that Terms had additional protections. Banta stated that the \$17k charged for Bynum in FY06 was higher than what he recalled and Licht said he would look into it.

### **Action Items**

Licht will double check the numbers in the FY06 budget he sent out via email on 4/2/2006, especially in regards to Bynum. He will also contact Ron Eilefson in regards to the paperwork and procedures for moving into the new office.

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### **Followup**

Licht sent an email on 4/3/2006 to the Board correcting the budget sent out prior to the conference call. He stated that a proposed Term position had been incorrectly added to Bynum's expenses (essentially, counting that position twice). He said the expenses for Bynum should be reduced to \$6k and that total planned expenditures for FY06 should be \$419k.

Licht talked to Ron Eilefson about the GSA lease contract and about moving. Eilefson said everything was in order with the office paperwork and that the proper process was being followed. He stated that the way to proceed with a moving company was to get a vendor out to give an estimate of the cost. If less than \$2,500 it could be paid for with a credit card; if over that, there would need to be a purchase order.

Weichler and Licht received internet quotes and options from Qwest/Golden West, MidContinent Communications, and Prairie Wave. Licht contacted Eilefson about acquiring a phone system (either through surplus or purchase).

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**Drafted by: Dan Licht**  
**Drafted on: 4/05/2006**

**Finalized by: Dan Licht**  
**Finalized on: 7/12/2006**